

Vacancy Announcement

Federal Retirement Thrift Investment Board

Contract Specialist, GS-1102-15

Job Announcement Number: FRTIB-MP-06-002

Salary Range: 107,521 – 139,774 per year

Open Period: May 23, 2006– June 5, 2006

Series & Grade: GS-1102-15

Position Information: Competitive Service:
Career or Career Conditional Full-time Permanent

Duty Location: Washington DC

Who May Be Considered:

Applications will be considered from current agency employees only.

Job Summary:

The Federal Retirement Thrift Investment Board (Agency) is an independent Federal Agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986(FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S. C. 8351 and 8401-79) to administer the Thrift Savings Plan (TSP). The TSP is a daily-valued, participant directed retirement savings and investment plan for Federal civilian employees and members of the uniformed services that offers its participants the same type of saving and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over 3.5 million participants and \$180 billion in assets, which is expected to grow to \$200 billion by 2007.

This position is located in the Office of Finance, Procurement Group. The incumbent serves as a contract specialist, negotiating, administering and terminating contracts for a variety of requirements in support of Board activities. Provides advice with regard to pre- and post-award procedures to plan and conduct the contracting process from staff descriptions of requirements through contract delivery. The incumbent also oversees the proper conduct of the Board's purchase order program and prepares purchase orders.

Major Duties:

The incumbent serves as the senior contract officer for the Agency and as such is a key management official. The Agency has developed an intensive campaign to use the competitive bidding process to contract out work that can be handled by private sector firms, so the incumbent is responsible for overseeing a significant amount of contracting dollars. Incumbent has unlimited signatory authority for all procurement actions, including a large number of systems and programs characterized by large funding levels. These include operation of the TSP record keeping system, accounting and auditing services, and investment management services for four out of the six TSP funds. The magnitude and terms of these contracts substantially impact the economic well-being of federal employees and military personnel. This includes but is not limited to the coordination of the procurement of investment management services for investment of the TSP funds, major systems, automatic data processing equipment and telecommunications, services, and supplies.

The incumbent has complete authority for all Agency contractual actions and phases of the program including contract formulation, administration and termination, and pre-award and post award communications. Plans, develops, and establishes the contractual strategy for the overall acquisition program.

Works with office heads and program staff to determine requirements needed to accomplish the Agency's mission. Works with staff to develop acceptable specifications, work statements, and evaluation criteria; determines the method of procurement and contractual arrangement appropriate to the particular requirements; develops the contracting plan; and conducts the contracting process.

Explores new and unusual purchase procurement approaches and develops broad strategy for filling procurement requests by outlining the type of contract(s) needed. Develops understanding of the program requirements in order to conduct adequate analysis of the Agency's needs and identify appropriate contractors. Conducts pre-award surveys to identify potential sources, applying statutory, regulatory and agency policies and procedures; recommends negotiation strategy and conducts negotiations; reaches agreement on pricing, performance, and technical terms; prepares requests for information and requests for proposals; and prepares the contract vehicle.

Functions as the agency's primary representative and/or team leader during all contract negotiations. Coordinates with the information technology staff, Office of Participant Services, legal counsel, audit, and subordinate activities. Personally negotiates the majority of the contracts.

Oversees the contract administration phase, including monitoring contracts performance, identifying potential problems, maintaining contract files, preparing status reports, issuing changes and modifications, attempting to resolve problems, and closing out or terminating the contract. Provides assistance to other staff members who are responsible for monitoring contractor performance.

The incumbent maintains the agency's procurement directive, acquires supplies and services with a Government purchase card, oversees the purchase order program, and issues purchase orders. The incumbent also reviews invoices and oversees the proper conduct of the Board's purchase order program and prepares purchase orders.

Plans work to be accomplished by subordinates, sets and adjusts short- and long-term priorities, and prepares schedules for completion of work. Assigns work based on priorities, selective consideration of difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance; provides guidance, advice, counsel, or instruction; hears and resolves complaints from employees; effects minor disciplinary measures such as warnings and reprimands, and recommends other action in more serious cases; identifies developmental and training needs of employee; and develops performance standards.

Qualifications:

Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the GS-14 level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver as follows:

Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and to the extent to which your application shows that you meet the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, and the sensitivity of the issues you handled, etc. Best-qualified candidates will be referred to the selecting official for consideration.

1. Extensive knowledge of the principles of acquisitions sufficient to develop and implement a plan to procure a multi-year program, services, or system involving successive program stages.
2. In-depth knowledge of procurement regulations and contracting principles including the latest procedures and techniques e.g. performance based contracting, sophisticated pricing arrangements, cost accounting, and life cycle costing sufficient to plan, develop, implement, maintain and administer all contractual aspects of a comprehensive acquisition services and support program.
3. Mastery of negotiation techniques to serve as the lead negotiator in developing prenegotiation strategy, in conducting negotiations for the acquisition of a major system and services and in directing or performing post award negotiations involving contract changes or modifications.

Benefits:

Pay is only part of the compensation you will earn working for the federal government. We offer a broad array of benefits programs and family friendly flexibilities to meet the needs of you and your family. Here are some of the highlights:

- Our health insurance program is a nationally recognized model that offers you choice and flexibility along with a substantial employer contribution to premiums. You can pay your share of premiums as well as your out-of-pocket costs with pre-tax dollars.
- Our leave policy provides ample time to take care of your personal, recreational, and health care needs. In addition to 10 paid holidays every year, you will accumulate 13 days of sick leave each year along with 26 vacation days.
- Our 3-part retirement program includes a social security benefit, a 401(K) type plan, and a defined benefit component based on years of employment and salary history.
- You are able to choose among several options for life insurance coverage for both you and your family members.
- We offer the largest group long-term care insurance program in the country. As a new employee, you may be eligible to enroll by answering just a few simple questions. You can also tailor your benefits package to your own needs.

Other Information:

The applicant selected for this position will be required to file a Confidential Financial Disclosure Report, OGE 450. You will need to provide this information annually.

All applicants must be United States Citizen.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibits individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

How to Apply:

The following forms are required:

A. Application/Resume: You must submit a resume, OF-612, Optional Application for Federal Employment, or any other written application form, such as a Federal style resume. Your application must contain the following information:

1. Vacancy announcement number (FRTIB-MP-06-002);
2. Full name; social security number; mailing address; day and evening telephone numbers; country of citizenship;
3. Educational information, including the name, city and state of colleges or universities you attended, as well as your majors and type and year of any degrees ;
4. Information about your paid and nonpaid work experience related to this position including job titles; duties and accomplishments; salary; employer's names and addresses; starting and ending dates (month and year); supervisor's names and phone numbers and whether or not we may contact current supervisor; and
5. Other qualifications related to this job including job related training courses completed; certificates, licenses, honors and awards received; and any other special job related accomplishments completed. You may also note any job related honors, awards, and special

accomplishments, but do not send documents (e.g. letters of commendation, newspaper clippings).

B. Narrative Statement addressing each of the KSA's- including experience (paid and unpaid), education, training, awards, and/or self-develop activities as related to each.

C. A copy of a recent SF-50, "Notification of Personnel Action", that indicates Federal status, grade, tenure, and type of service.

D. Copy of your most recent annual performance appraisal (from either the Federal or private sector).

Candidates are requested to complete the DI 1935, Applicant Background Survey (http://www.doi.gov/diversity/doc/doc/di_1935.pdf) on a voluntary basis. Information will be used solely to review compliance with federal law. Failure to complete this form will not affect consideration.

How to Submit your Application:

All application documents submitted must be: 1) received in the human resources office no later than close of business on the cut-off date. Your application may be hand-delivered, mailed, or faxed to:

National Business Center
Human Resources Office
1849 C Street, Mail Stop 1423
Washington, DC 20240

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

Application materials will not be returned. Do not submit original documents that may be needed in the future.

For additional information about this position please contact:

Dionne Mahone
Phone: 202-208-3448
Fax: 202-208-3184

Your application contains information subject to the Privacy Act (P.L. 930-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

What to Expect Next:

Once your complete applicant is received, we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified as to the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.